

Micanopy Academy

2024 Parent/Student Handbook

WELCOME TO OUR SCHOOL!

This Parent Handbook is provided for the families of students at Micanopy Academy to provide important information about our school. The Handbook is based on the Board of Directors Policies and Procedures and the Employee Handbook, which are available for your review during school hours.

Micanopy Academy (MA) is a charter school defined by law as an independently run public school. Our sponsor is the School Board of Alachua County (SBAC). MA, a non-profit 501(3)(c) corporation, was founded in 2001 by a group of community members. The school was created because citizens in the vicinity of Micanopy wanted a public middle school closer to their homes. When MA renewed its Charter in 2017, approval was granted for adding 10th, 11th, and 12th grades. Under state law, the school program must be secular (i.e. non-religious) and admission is open to any child regardless of race, creed, or gender.

We want to help you and your child make the most of your time here at MA. There are endless opportunities for you to be involved in your child's education.

MA values parent involvement. In fact, part of our mission, as stated below, addresses parent involvement. In general, the Board of Directors has adopted a policy that asks parents to:

- Ensure that student(s) are dressed appropriately (according to the dress code outlined in this handbook).
- Ensure that student(s) are **on time** every day,
- Work with school staff to solve academic and behavioral problems pertaining to their child,
- Maintain up-to-date family information at the school, including any change in phone numbers and information concerning child custody.
- Contribute ten (10) volunteer hours per school year. A volunteer survey will be sent home during the first couple of weeks for you to fill out your volunteer interests.

MA'S MISSION STATEMENT:

Our mission, as stated in our contract with the SBAC, is to provide middle and high school students with a community-oriented educational environment that stimulates and motivates them to learn. This environment is to be achieved by:

- Providing a small student-staff ratio.
- Using a performance based curriculum
- Involving parents and other family members in all aspects of their child's education.

ENROLLMENT

In accordance with current state law on admission to charter schools, enrollment preference may be given to siblings of students already enrolled in the school, children of staff or members of the Board of Directors, and shall be given to residents of Micanopy with a 911 address with zip code of 32667, and Alachua County. The lottery procedure takes into account the residency of the students seeking enrollment. MA abides by anti-discrimination provisions 1000.05 F.S. which forbids discrimination without regard to ethnicity, national origin, gender, or disability. Every student who applies for enrollment in MA does so on a voluntary basis and the school will accept all students until a maximum capacity is reached or a random lottery drawing determines the student population. If on March 1, the number of prospective students for admissions exceeds the school's capacity, a lottery system is used to provide applicants an equal chance of being admitted through a random selection process. Applicants who are not admitted are assigned to a waiting list. Available openings will be filled immediately by applicants on the waiting list until the last day of February.

WEEKDAY SCHOOL HOURS

7:30-8:00	Drop off
8:15	Homeroom Begins

Grades 6-12	8:15-3:05 PM
Grades 6-12	1:30 Dismissal on Wednesdays
7:30-3:30	Office Hours

REGULAR PICK UP / DROP OFF ROUTINE

7:30-8:15 AM

Students should be dropped off at the front entrance of the school in the circle drive. Please park alongside the walkway to allow others to safely drop off their children as well. If students arrive before 8:15, they must go directly to the cafeteria until Homeroom starts.

3:05-3:30 PM

Students should go in an orderly fashion directly to the circle drive for pick up. School staff will organize the movement of students. Those students attending any after-school club or tutoring will go to the employee/volunteer in charge. Students may not go home with anyone other than the parent/guardian unless the school has received notice. Students may not get in another student’s vehicle without parental permission.

TRAFFIC SAFETY

Students should only be dropped off at the designated area in front of the school. Students should not be dropped off any other place on or near campus. Refer to pick up/drop off for times of supervision. All cars should keep to the right in a single line through the parking lot. Cars should not pass in the parking lot. Children exiting the cars should exit on the passenger side only.

AFTER-SCHOOL PROGRAMS

Students continue to represent MA when they are in the Micanopy community. MA is not responsible for students that are off school campus unless on a field trip either before or after school. Students should treat others with respect and follow the rules at the local park, the Community Center, the library, and while traveling to these locations. MA does not recommend that students be left alone on the road. They should wait within MA grounds until picked up. Please make sure that a MA staff member is aware that a student is on campus so that they are not left alone.

The Willie May Stokes Community Center is an alternative place for students to go after school. It is free, and offers homework assistance, and tutoring. Another alternative is the Blue Wave After School Care held at the Micanopy Area Co-Op School (MACS) campus K-5th and 6-8th grade students. Parents/Guardians are requested to complete a registration form, which also includes a registration fee, for their child/children with the Blue Wave program. All contact information must be current, and include at least two primary contacts, including names, addresses, and phone numbers. No charges, other than registration fee, will be incurred until the service has been utilized. Parents are required to notify the school immediately if they will be unable to pick up their student by the time designated in the Blue Wave Parent/Student Handbook.

ACCIDENTS

If an accident requires immediate medical care above general first aid, the parent will be notified immediately. Accidents not requiring more than general first aid will be documented in the form of an incident report and a copy will be given to the student’s parent(s). In the case of a medical emergency, MA staff may call 911, in which case parent(s) will be notified immediately.

ANIMALS

Animals are not allowed on campus without permission of the principal and classroom teacher. This includes the parking lot or grassy areas. Animals must remain in vehicles at all times.

ATTENDANCE/TARDINESS

MA is a school of “choice” dedicated to the success of ALL students. Attendance greatly impacts the academic success of your child. When your child is absent from school, please provide a note with a signature explaining the absence when your child returns to school.

Absence from school is only excused for the following reasons: illness of the student, death in the family, medical appointment (doctor’s note required), religious holiday or service, school related absence approved in advance by director, or event beyond the control of the parent/ student as determined by and approved by the director.

After a student has accumulated 6 unexcused absences in a 90 day period, MA considers him/her a potential truant. The school will contact the family to determine how to best get the student back into school. The County Truant officer may be contacted. A letter will be sent home when a student has accumulated six unexcused absences. A doctor’s note will be required for any absence after 6 absences in a school year to be considered excused.

After a student has accumulated 15 unexcused absences in a 90-day period, MA considers him/her truant. The SBAC monitors student absences and it is the policy of the school to follow SBAC policy in regards to attendance. Parents will be informed that their names will be sent to the State Attorney’s Office if any student is absent more than 20 days and no doctor’s note is subsequently submitted. High school credits follow a strict attendance policy.

Parents will be required to attend an Education Planning Team meeting to discuss and develop a plan to resolve attendance problems. If the student continues to be absent from school and has accumulated 20 absences, the principal may recommend that the student be unenrolled.

Students are considered tardy if they come to school after the official start time of 8:15. All students and parents must enter the front office after school begins at 8:15 to check in. Six unexcused tardies will be equivalent to one unexcused absence. If a student accumulates more than 4 tardies in a 9 week period, they may not be allowed to participate in special events like field trips and parties. Six early check-outs equal one unexcused absence. Check out: The teacher should be informed if a student is to be excused early. All visitors must enter the front office to check a student out during regular school hours. ID will be required to check out a student.

STUDENT BEHAVIOR

Students are expected to behave in a manner that is appropriate for any public place. This makes it possible for them to feel comfortable in other situations, to know what is appropriate, and to be welcome wherever they go. The following are the school-wide expectations for all areas including the cafeteria and outside:

- Listen and follow directions the first time they are given.
- Do not disrupt class instruction.
- Do not talk when the teacher is talking. Students should use quiet voices inside.
- Be respectful of all students and staff.
- No violent games or play are allowed. Do not touch other students.
- Students are expected to clean up after themselves both inside and outside the school property.
- Materials and equipment must be handled properly at all times.
- If any employee has reasonable suspicion that a student has a weapon or drugs on their person, or in their belongings, the school staff member has the authority to conduct an appropriate search with a witness. If nothing is found in the belongings but the suspicion is still present, the parents and the Alachua County Sheriff’s Department will be contacted.
- Bullying is not permitted and should be reported immediately.
- Students must remove all pens, pencils, and other sharp objects from their pockets before PE.
- Running is not permitted inside the building.

Florida Statute 1006.09:

Duties of school principal relating to student discipline and school safety. — The principal or the principal’s designee may recommend to the district school superintendent the expulsion of any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of his or her staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school. A recommendation of expulsion or assignment

to a second chance school may also be made for any student found to have intentionally made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff, according to the district school board code of student conduct. Any recommendation of expulsion shall include a detailed report by the principal or the principal's designated representative on the alternative measures taken prior to the recommendation of expulsion. This means that any student who falsely accuses a staff member shall face serious consequences, even expulsion.

BIRTHDAYS

Parents are welcome to send invitations for birthday parties to the school if there is an invitation for every member of the class. Desserts are allowed if there is enough for the entire class. Please provide plates, napkins, and utensils.

CELL PHONES/WIRELESS COMMUNICATION

Wireless communication devices are defined to include portable two-way telecommunication devices, including, cellphones, walkie-talkies, personal digital assistants, and other electronic computing devices. This definition includes any new technology developed for similar purposes. The possession, display and use of wireless communication devices is controlled on MA property. The use of these devices is NOT allowed during school hours. Such devices must be turned in each morning and will be confiscated if found in student's possession during the school day. Students need to know their parents' phone numbers. Student phone calls to parents using MA's landline should be kept brief and only made in cases of emergency with administration permission.

PHONE USAGE

Students are not allowed to receive or place telephone calls with their cell phones during the instructional day. Student phone calls to home will be from a school phone, kept brief and only made in cases of emergency with teacher permission. Parents who need to contact their children during the day should contact the office to relay a message.

CHARTER SCHOOL DISPUTE RESOLUTION

Disputes between the SBAC and MA will be resolved as follows:

- The persons having responsibility for implementing the Charter will write to the other party to identify the problem, propose action to correct the problem and explain reasons for the proposed action.
- The other party will respond in writing within fifteen (15) calendar days, accepting the proposed action or offering alternative solution(s) to the problem. A meeting of representatives of the parties may be held to reach agreement on the solution and subsequent action.
- If the parties are unable to reach agreement, they will jointly appoint a mediator, who will meet with the parties separately and/or together to assist them in resolving the problem. Cost of mediation shall be shared equally by the parties.
- Upon resolution of the problem, the responsible personnel from both parties will develop a joint written explanation indicating the resolution. This document will be retained with the Charter. If an amendment to the charter is necessary, the amendment will be submitted for action by both parties.
- If all efforts at agreement within a reasonable time are unsuccessful, the parties may have recourse to their available legal remedies.

CHECK-IN / CHECK-OUT

While students are at MA, we are responsible for their safety. This includes ensuring that the check-in/check-out procedure is closely monitored. Persons authorized to check out your student are expected to be listed in Skyward Family Access Emergency Contacts. Telephone authorization from a parent is strongly discouraged, but in the event of an emergency, a record will be kept of the date and time of the call.

Anyone wishing to check out a student should call the office before arriving at school. Office staff will check the ID of the person checking out a child. The child must be signed out using the administrative check-out system. Students will only be released to authorized persons listed in emergency contacts in Skyward.

Any student checking in late (after 8:15) is considered tardy and must be accompanied by a parent/guardian/ family member to sign him/her in. The student will be issued a tardy pass to give to the teacher.

COMPUTER RESPONSIBILITY

MA offers internet access and various online tools for students, parents, and staff to use at school. The internet system and online tools have been established for limited educational purposes to include classroom activities. Content filter guidelines of the Child Internet Protection Act (CIPA) are followed. MA has the right to place reasonable restrictions on material accessed or posted. In order for students to have access to the internet, parents will need to sign the Computer Responsibility Contract each year.

SOCIAL MEDIA: MA realizes that part of the 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of modern learning. It is important to create an atmosphere of trust and individual accountability. Online behavior should reflect the same standards of honesty, respect, and consideration used face to face. If you are opposed to your child's picture being used for MA related social media purposes, you must notify MA administration in writing.

CONCERNS/QUESTIONS/CONFERENCES

When the School Principal or any other Board or staff member receives a parent concern, the first step will be to direct the concern to the staff member involved. If that step has been taken and the parent is still not satisfied, the Principal will meet with the parent and the staff member. The last resort for the parent is to address the issue as an agenda item at a public Board of Directors meeting. If necessary, as approved by the Principal, the concern may be addressed by case number on the agenda in order to preserve the privacy of the child and family.

MA takes parents' concerns seriously and will attempt to find satisfactory solutions for both the parent and the school.

Conferences:

- Teachers may hold conferences with their students' parents at the request of the parents or teacher.
- A sign-up schedule for the school-wide conferences should be set up by the teacher at least a week before a parent conference day.
- Conferences will not interrupt the normal instructional day.

CURRICULUM

MA ensures that all the textbook and curricular materials utilized by the school are aligned with the Florida State Standards and/or the Next Generation Sunshine Standards.

DISCIPLINE (insert full discipline policy here once approved)

Classroom strategies and consequences, such as verbal redirection, loss of privileges, time outs, teacher/student conferences, behavior contracts, and parent contracts, may be used to modify inappropriate student behavior. In certain instances, other consequences that appropriately match the misbehavior may also be used. If a "time-out" is longer than 15 minutes, the teacher will provide work for the student. Corporal punishment is not allowed at MA.

Suspension of a student may be implemented immediately for the following behaviors: Physical aggression, injuring themselves or others, or leaving the school grounds without adult permission. Parents/Guardians will be notified for the following behaviors: fighting, extreme disrespect, bullying (Verbal, Physical, or Sexual), or destruction of property. Under rare, serious circumstances, the principal may consider recommending the student be reassigned to another school as designated by the School District. Dismissal of a student from the school is the responsibility of the principal.

Electives teachers will work closely with the classroom teacher in dealing with discipline problems and are expected to maintain their own classroom management systems.

Unless otherwise spelled out within these policies, MA will adhere to the SBAC School District's Code of Student Conduct. The Code of Conduct will be made available to all parents and students upon request.

DRESS CODE FOR STUDENTS

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. Violence that is portrayed in the media and video games gives students the idea that violent means are acceptable in solving problems, and this is contrary to the values that MA seeks to instill in its students. All violent images and characters who represent violence are not allowed on anything the students bring or wear to school, including lunch boxes, backpacks, clothing, shoes, and notebooks. MA works to develop a sense of responsibility, respect, concern for people, living things, and property in its students. MA works to help students resolve conflicts peacefully with words. Violence is unacceptable and is not tolerated.

Students are required to wear a shirt with a collar and sleeves (i.e. golf/polo shirt), a crew-necked, sleeved t-shirt, or the MA official t-shirt. Strapless tops, backless tops, midriffs, and low-cut necklines are prohibited. Strapless or sleeveless tops may be worn with a cardigan or other covering as long as it covers all areas appropriately at all times. Shoulder straps must be a minimum of 2 inches wide.

Shorts, skirts, dresses, or skorts must be mid-thigh or lower.

Jeans with holes, shreds, and rips mid-thigh or lower will be permitted. Shreds or rips above mid-thigh may not be worn. Pants must stay up at all times, no low rise or saggy pants revealing undergarments. Leggings and yoga pants are permitted if a long shirt or tunic is long enough to cover the buttocks.

Student attire must be inoffensive and must not create a distraction to the learning environment. For this reason, students are also not allowed to wear headgear or sunglasses. If a belt is worn, it must be buckled. Athletic shoes appropriate for physical education must be worn at all times on the school campus.

Students who are not dressed properly will have two choices:

- Call parents to bring another outfit,
- Wear clothing provided by the school (if available).

EMERGENCY PLANS

In accordance with school policies and state laws, there shall be two emergency evacuation drills held during the first thirty (30) days of school and eight additional emergency drills, including two (2) lockdown/inclement weather drills, during the school year. Drills will be held at unexpected times and under varying conditions to simulate all possible conditions. MA follows the SBAC emergency school closing policy. Additionally, staff and students will practice A.L.I.C.E. drills (Alert, Lockdown, Inform, Counter, and Evacuate).

HB1473 requires that all Florida schools inform students of the app FortifyFL and teach them how to use it. FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. Scan this QR code to download the app:



Please be aware that it is a second-degree Felony to make a false report concerning school safety punishable as defined in Florida Statutes s. 775.082, s. 775.083, or s. 775.084.

Emergency notifications to families:

Families will be notified in an emergency by phone call, text, and/or email. The notification will be provided as quickly as possible. Determining factors may include, but not be limited to: type, urgency, seriousness, and other factors as needed. It is **the parent/family's responsibility** to ensure accurate contact information is on file with MA at all times. Families may use the Family Access Portal in Skyward to update phone numbers and emails.

END OF SCHOOL DAY

At the end of the school day, students will go to either the vehicle pick up area or to their after school program. For any student not picked up within fifteen (15) minutes of dismissal the family will be contacted for an immediate pickup or the student will be sent to an after school program. It is recommended that families register their child/ children for the after school program in case an emergency arises, and they are unable to pick up their child/children on time. Parents must notify the school immediately if they will be unable to pick up their child within 15 minutes of dismissal. Parents/ guardians are required to notify the school of any changes in contact information, which includes the names of at least two primary contacts with current phone numbers and addresses. If the student is not registered with an after school program and the school is unable to reach a parent, guardian, or emergency contact, the Alachua County Sheriff's Office may be contacted for assistance.

Students' safety is our first concern. Students may not go home with anyone other than a designated person unless the school has received proper notice. Parents can manage emergency contacts via the Family Access Portal in Skyward. All emergency contacts should be listed in the Family Access Portal. If you have any questions, contact the office.

FIELD TRIPS

Field trips are school-related events for which school staff arrange transportation and ensure an appropriate number of chaperones attend. All trips shall be subject to prudent safety precautions and conducted according to the rules established by the school. Provisions will not be made for children who do not go on a school field trip; they will be given an excused absence, and parents will need to provide for their care elsewhere. Students with discipline problems, lack of classroom participation or more than five unexcused absences in a quarter may lose the privilege to attend field trips at the discretion of the teacher and the school principal. Parents and students will be notified if that is a possibility. Permission forms are required for all field trips. If a student does not submit a permission form by the designated time, the student will not attend the trip. Fees collected for field trips are non-refundable and must be paid online. to the front office.

All chaperones will be required to sign a Field Trip Compact for each field trip in the front office. Chaperones are limited to one per family. Siblings are not allowed. Family members may not meet at the field trip location without being pre-approved. A general permission form for Micanopy field trips (i.e. to the ballpark, library, historical museum) will be given to students at the beginning of the school year and will cover all trips throughout the year.

GOVERNANCE

Board of Directors

MA is governed by a board of directors who must adhere to the MA Articles of Incorporation, By-Laws, Policies and Procedures, and Florida Law. It is their responsibility to create and review policy as well as hold the ultimate accountability in the fulfillment of the terms of our Charter. Board Members cannot act individually on policy or procedure matters, but only as a group during Board meetings. The Board President is responsible for setting the board agendas. Board Members are elected volunteers. The Board usually meets the second (2nd) Tuesday of each month at 5:30 pm. Meeting agendas are posted at least 7 calendar days in advance of the meeting outside of the office, on the MA Facebook page, and on the MA website. All meetings are open to the public.

School Principal

The school principal manages/leads the daily operations of the school. Duties include overseeing all operations of the school and providing support to the Board of Directors.

PTO (Parent / Teacher Organization)

All family members are encouraged to participate in the PTO. The PTO assists and promotes the link between teachers and parents by providing classroom resources, volunteers, and encouragement. The PTO also works with the principal in organizing fundraisers, volunteers, and events.

HOMEWORK

MA recognizes that homework can be beneficial because it reinforces the skills that are taught in class. Homework is not intended to introduce new material that has not been covered in class.

ILL STUDENTS

Students who are ill or injured at school will be attended to immediately. All teachers have a first aid kit in their classrooms to treat minor injuries. For serious injuries or illnesses, students will be sent to the office and the parents will be called. In cases of emergency, 911 will be called.

You should not send your child to school if he/she has:

- Fever in the past 24 hours 100.4°F (38°C) or greater with thermometer. **Student must be fever free for 24 hours without fever reducing medication to return to school.**
- Vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Strep Throat. Student must have been taking an antibiotic for at least 48 hours to return to school.
- Bad cold, with a very runny nose or bad cough that keeps the child awake at night.
- Flu like symptoms: headache, fever, sore throat, runny and stuffy nose, cough, feeling bad.
- Rash. For all unidentified rashes/skin conditions student will be excluded until diagnosis. Student must have a note from a licensed health care provider to return to school.
- Pinkeye. Student must be on antibiotic eye drops for 24 hours to return to school

If school personnel determine a student is too sick to remain at school, arrangements must be made to pick the student up immediately. Students sent home with lice must be treated before returning.

All medications must be administered through the office. The proper paperwork must be completed and the office is responsible for scheduling and administering all medications. Medication will not be administered unless it is in its original box or bottle and labeled with the child's name.

A staff member certified in CPR will be on campus during the school day

INFORMATION

The school communicates with parents/ families through email, the school website, and the school bulletin board. It is the parent/family's responsibility to ensure accurate contact information is on file and to read all information that comes from school.

MEALS

BREAKFAST AND LUNCH PROGRAM

MA provides breakfast and lunch from Idylwilde Elementary School for students daily. Students may purchase milk separately if they bring a home lunch. Students are not permitted to exchange food. No student will ever be forced to eat, but food will be offered.

Breakfast Procedures

Breakfast will be served at 8am each morning. Students may play games or do homework quietly during before-school care. At 8:15 a.m. all students will be sent to their classroom.

Lunch and breakfast prices are based on income. Parents will be given a form to complete at the beginning of each year, or upon enrollment. You can also apply for this at myschoolapps.com.

MONEY COLLECTION

Fees for all food services must be prepaid. Participation in programs offered may be stopped if payment is not received prior to participation. Use myschoolbucks.com to fund your student's meal account.

Simple rules of courteous behavior, which make for a more pleasant, relaxed lunch period are:

- Walk in a quiet, orderly manner.
- Maintain an orderly lunch line.
- Leave a clean table and place the tray, paper, leftovers, napkin, and silverware in the proper receptacle. Use good table manners.
- Refrain from loud talking.
- Wait to be dismissed.

Violations of these simple rules will result in the student missing the recess portion of the lunch period.

Snacks

Students will be allowed to consume snacks provided by parents. Parents are encouraged to follow the nutritional guidelines set forth in the Wellness Policy, which can be located on the school website.

PHOTOS

For students' photos to be used in publications or videos released to the public, a release form must be signed by the parents or guardians. This release form will be given to all students at the beginning of each school year and may be found on our website.

RECESS RULES

As student safety is our top concern, playground rules are enforced at all times – before, during, and after school.

Rules:

- Only soft balls may be used in any game (except basketball)
- Foul language is not permitted during recess. If it is not allowed in the classroom, it is not allowed outside during recess
- No standing on the tables
- Students must inform an adult if leaving the playground for any reason (bathroom, water, injury, etc.)
- Shoes must be worn at all times
- Students should not have pens, pencils, etc. in pockets during recess
- Only use equipment already set out-do not go into the PE shed

SAFETY

Door Policy:

To ensure the safety of all students, classroom doors are required to be locked at all times. The Safety Officer will perform door checks daily.

Gate and campus access policy:

Gates will be open and monitored during morning drop off from 7:15 to 8:15 and afternoon pickup from 3:05 to 3:30. All gates will remain closed during the school day and all visitors must enter through the front office, present ID, check in for access to campus, and be issued a badge. The campus will be monitored at all times by School Guardian and all staff. Visitors without a badge will be immediately escorted to the front office or removed from campus.

SCHOOL SPIRIT

Our school colors are turquoise and black. Our mascot is the mustang. Each Friday is Spirit Day and everyone is encouraged to wear his/ her MA shirt or school colors. Shirts may be purchased in the office.

STUDENT RECORDS

Parents/ guardians may have access to permanent records of their own children upon request. The teacher will assist in interpretation of data at the parents' request. A staff member must be present while the parent/ guardian looks at the student records.

VISITORS

All visitors, including parents, must check in at the office.

VOLUNTEER COMMITMENT

MA's success in implementing many learning and engaging activities is attributed to our family volunteers. Each MA family is required to contribute eight (8) hours ten (10) hours of volunteer time during the school year. MA will distribute a parent survey during the first few weeks of school to determine expertise and/or interests. The Volunteer coordinator will use this information to coordinate school activities. Only one field trip attendance will count towards required volunteer hours. Volunteer hours can be gained through helping in the classroom, volunteering during school events, and through attending PTO meetings. Volunteers must check into the front office through the check in system and wear a badge around campus and on field trips.

Per the Jessica Lundsford Act, all volunteers must submit their driver's license to the office to be screened by the "Check In" System in order to volunteer. This process must be complete before they can participate in any activity.

The classroom volunteer will follow the teacher's direction and has a responsibility to the children in his/ her care. Siblings are not allowed when volunteering. MA reserves the right not to re-enroll any student whose parents/families did not meet their eight (8) hours of volunteer service.

WITHDRAWAL

Please notify the administration of your intent to withdraw your student by completing the Student Withdrawal Form. By completing the form, you acknowledge that state law requires school attendance, and that your student will be marked with an unexcused absence until you enroll the student in the new school. Once we receive notification from the new school, the student's records will be sent to the new school. Upon withdrawal, enrollment will only occur by submitting an application as a new student.

CELL PHONE/COMPUTER APP VIOLATION CONSEQUENCES

First violation will result in confiscation of the item for the remainder of the school day. Students may pick the confiscated item up from the Principal at the end of the school day.

Second violation will result in a central detention and confiscation of the item until the next school day.

Third violation will result in confiscation of the item by the Principal and the student will be required to serve a central detention twice. Additionally, parents will be contacted to collect the confiscated item from the Principal or administrative office.

LEVEL 1 VIOLATIONS– MINOR

Offenses:

Computer / Device violation
Defiance of employees' authority
Disruption in classroom
Failure to return school-issued item(s)
Gambling
Harassment Level 1
Hazing
Inappropriate behavior
Inappropriate public display of affection
Littering

Violation of dress code
Parking lot violations
Participation in unauthorized sale/collection
Possession of contraband item
Slander
Tardiness
Use of excessively loud or offensive music
Violation of Athletic Conduct Policy
Violation of Classroom Rules
Violation of Internet/Electronic Communication Policy

Possible Disciplinary Actions:

Confiscation
Verbal reprimand
Central detention
Contact parent
Saturday School*
Student sent home Disciplinary probation (including sports)
Mandatory parent conference

*The school will assess a \$40.00 fine for a Saturday School.

LEVEL II VIOLATIONS – INTERMEDIATE

Offenses:

Continuation of Level I offenses
Bringing discredit to Micanopy Academy
Bullying/Harassment Level II
Computer/device violation
Defiance of employees' authority
Fighting
Hazing
Leaving school grounds without permission
Minor threats
Parking violation
Participation in unauthorized sale/collection
Petty theft

Physical or verbal altercation
Possession, use, transfer of tobacco products, e-cigs, and/or vapor cigarettes
Providing false information to school employee
Reckless driving
Reckless endangerment
Skipping class while on campus
Truancy
Use of racist or discriminatory language
Use of a VPN (virtual private network) or Proxy website
Vandalism
Verbal, written, or electronic threat or harassment

Possible Disciplinary Actions:

Confiscation
Extended Central Detention
Extended Saturday School*
Disciplinary Probation (including sports)
Financial responsibility
Saturday School*
In School or Out of School Suspension (1-3 days)
Referral to law enforcement
*The school will assess a \$40.00 fine for a Saturday School

LEVEL III VIOLATIONS – MAJOR

Offenses:

Possession, use, or transfer of illegal weapons:

knife or similar instrument, fireworks,
munitions, explosive or incendiary devices or
any facsimile

Potential to cause bodily harm or property
damage

Sexual misconduct

Tampering/damage to software or hardware
(computer violation)

Verbal or written false accusations

Verbal, written, or electronic threat or harassment

Continuation of Level II offenses

Battery

Bullying/Harassment Level III

Conviction of a crime

Criminal mischief

Defiance of employees' authority

Fire alarm activation

Grand theft

Hazing

Inciting or participating in a major student
disorder

Major threats

Physical or verbal altercation with any
employee/volunteer

Possession, use, transfer or under the influence
of alcoholic beverages

Possession or transfer of obscene material

Bomb threat

Felony Battery

Sexual Battery

Possession of firearms on campus

Possession, sale, purchase, use, or transfer or
under the influence of illegal drugs, drug
paraphernalia or unauthorized prescription
medications

Possible Disciplinary Actions:

Expulsion

Referral to law enforcement

Disciplinary Probation (including sports)

Suspension from school (2-6 days)

Financial responsibility

Approved by the Board of Directors on

Revision approved on